



CITY OF ALBANY
HUMAN RESOURCES
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PLEASE POST CONSPICUOUSLY
June 21, 2017

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening –

Accounting Assistant
Department of Water & Water Supply

The **Department of Water & Water Supply** has one (1) vacancy for the position of **Accounting Assistant** at a rate of **\$40,000-\$44,000/year @ 37.5 hours/week.**

Applicants must meet the requirements as outlined in the attached job description. This position is a competitive class Civil Service position that may be filled on a provisional basis pending the outcome of the Civil Service examination.

Anyone who is interested in applying for this job should submit a resume and application to the City of Albany, Department of Human Resources, City Hall, Room 301, Albany, NY 12207 or via e-mail to hr@albanyny.gov to be received in the office no later than 5:00 p.m. **Thursday, July 20, 2017.**

EFFECTIVE 2/26/15 LOCAL LAW F – 2014

Section 62-1 of Chapter 62 of the Code of the City of Albany.

D. Residency for new employees. Except as otherwise provided by the section, the Common Council hereby establishes a residency requirement for all prospective employees of the City. Every person initially employed by the City of Albany, shall, as a qualification of employment, be or become a resident of the City of Albany within 180 days of the date of initial appointment for said City. Furthermore, employees hired after the effective date of this section shall continue to be a resident of the City of Albany throughout their employment with the City, and the failure to move into the City, shall be deemed a voluntary resignation. The City may require annual proof of residency from affected employees.

PLEASE POST FOR 20 (TWENTY) BUSINESS DAYS UNTIL
THURSDAY, JULY 20, 2017.
An Equal Opportunity /Affirmative Action Employer

ACCOUNTING ASSISTANT
(Department of Water and Water Supply)

DISTINGUISHING FEATURES OF THE CLASS: Under general direction of the CFO, this position is responsible for monitoring billing related activities from a financial perspective using excel and other computer programs. Additionally, this position is responsible for assisting with various types of accounting activities, including but not limited to budget analysis, fixed asset depreciation schedules, and audit preparation. This position also serves as a back-up to the Computer Systems Coordinator, and requires the individual to be fully trained and able to step in to cover the Computer Systems Coordinator as necessary.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Assists with monthly cash flow analysis;
- Assists with preparation of year-end audit schedules;
- Assists with annual budget preparation and monthly budget analysis;
- Maintains statistical records of water consumption and precipitation;
- Analyzes monthly customer water bills for accuracy and notifies Computer Systems Coordinator of potential problems;
- Assists the CFO in the preparation and gathering of information required for reporting to various federal, state and other regulatory agencies and authorities;
- Coordinates verification of certain account data, including but not limited to tax map numbers, type of service and meter accuracy;
- Provides financial data analysis to the Computer Systems Coordinator to provide reporting/analyzing on water usage and billing;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of government accounting principles and practices;
- Good knowledge of computerized software accounting systems;
- Good knowledge of personal computers and office equipment;
- Working knowledge of research methods and the fundamental of statistics;
- Ability to carry out project assignments requiring a high degree of initiative;
- Ability to make clear and accurate analyses of facts, figures and processes;
- Ability to present data, reports and comments clearly and concisely;
- Ability to maintain a high degree of professionalism;
- Ability to communicate effectively and secure cooperation with others;
- Ability to work independently and also as part of a team;
- Thoroughness;

- Good judgment;
- Tact and courtesy;
- Integrity;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree or higher in Accounting, Finance, Business Administration or related degree, **OR**
- B. Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in Accounting or related field and two (2) years fulltime, paid experience in the accounting or related field; **OR**
- C. Completion of a Certification program from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant Certification in the area of Accounting, Finance or Business Administration and three (3) years fulltime paid experience involving bookkeeping, accounting or financial analysis; **OR**
- D. Any equivalent combination of training and experience as described by the limits of (A) and (B) above.